

DIRECTIONS FOR COMPLETING THE CTE COOPERATIVE EDUCATION Wage and Hour Report

Annual Wage and Hour Report (AWHR) Form. This is a required report that should be completed for each student who participated in a career and technical cooperative education (CTE) program any time during the school year. This report must be submitted online. Hard copy reports will not be accepted. The report is due by **June 5** of each year.

Steps for reporting:

1. Contact your local CTE Director to obtain the process for requesting a Single Sign-on Web site (SSWS) Login and Password from the SSWS Administrator in your school division. Ask the administrator to provide you with a SSWS Login and Password and access to the Annual Wage and Hour Report (AWHR) application. Be sure to follow the local procedure for obtaining the logins and passwords from the SSWS administrators. Your first contact would be your Career and Technical Education Administrator.
2. Your SSWS Administrator will provide the Login and Password and access to the AWHR application. You will receive the Username from your SSWS administrator and a temporary Password via a system generated e-mail to the e-mail address you have provided to the SSWS administrator. You can set up a permanent Password the first time you log into SSWS.
3. Once you have the Username and Temporary, you may go to the link, <https://p1pe.doe.virginia.gov/ssws/login.page.do/>. Bookmark that link.
4. Once you access the link, enter your Username and temporary Password. The system will prompt you to enter a new permanent Password (this step happens only once for first time users) that you can use for subsequent logins. Remember your Username and new Password. After you setup the Password, choose the Annual Wage and Hour Report (AWHR). If you have problems, contact your local SSWS administrator listed on the right-hand side of the screen.

Note: If the right menu bar doesn't show without using the scroll bar at the bottom of the screen, they should check the screen resolution. It should be set to a minimum of 1024 X 786.

5. When you are ready to enter your data, click ENTER/MODIFY DATA on the top, right-hand side of the screen. NOTE: Save data frequently because there is a timeout feature that will cause you to lose data if it is not saved.
6. You may run out of visible space in some of the cells on the enter data screen. This will be visible when you print out the final PDF report. It will text wrap the data you entered.

7. Enter the data.

- a. Report data on any student who participated in career and technical cooperative education program at any time during the school year. If a student left school or dropped the cooperative education component of a class, you should report the time the student was participating.
- b. All items with an asterisk (*) are required fields and must be completed. Pull-down menus have been provided where possible.
- c. When selecting the courses, select all applicable courses by using control and select (mouse left click). To de-select a course, use the same procedure.

Please note that both 18-week and 36-week courses are list where both are approved. Be sure you are choosing the correct course.

- d. The STUDENT ID is a number assigned to all students for all reporting purposes. These numbers may be obtained from your school administration. Do NOT use Social Security Numbers or testing ID codes.
- e. If students held more than one job or if wages change, you may use additional lines to report the new employers, wages, and hours. You may copy and paste the student ID and name. The program will automatically know to count the student only one time (using the ID number). If you add additional lines at the end to make the changes for a new job and/or a new wage, you can click the sort feature in the columnar heading for Student ID, and that will list students who have more than one line of data in order. The sort feature is performed in the preview screen that is described in numbers 8 and 9 below.
- f. Based on the Student ID entered, the system pulls the student's name from the DOE internal records. If the record is available then the system pre-populates the name in the Student Name field in Last Name, First Initial order (saves you from typing the full student name). If you think the student's name is wrong then provide the correct information.

NOTE: The system is programmed to enter last name, first initial to save space in this template. If you correct a name entry, be sure to do so as last name, first initial.

- g. The column to report gratuities (or service tips) is available for those students who are in positions that support tips in addition to a base wage. This would be typical in some Marketing-related positions. You'll note the column is not asterisked as required so that when reporting for students who do not earn tips, that column does not need to be completed.
- h. Click ADDITIONAL ROWS as you need them.

- i. All wage/hour calculations are performed by the program. Amounts will align in the final PDF report.
 - j. When you have entered the data, click NEXT.
8. Once you entered the data and clicked NEXT, a screen will appear with all the data in report form. This is your PREVIEW screen. You should review all data and make any modifications. It is at this point that you may sort the ID column if you added changes mentioned in “d” above at the end of the report. The sort feature will put the numbers together in order. Click on the columnar heading you wish to sort.
 9. Once you have reviewed the data, you must manually count the employers. If you click the sort feature in the employer column, it will make your count easier to do. You should do the sort feature in the PREVIEW screen. An employer only may be reported once—even if you have multiple students working at that site. Therefore, you may have 25 students working but only 10 employers if several students are working for the same business or industry. Complete that count at the bottom of the report screen. The system will not let you exit unless this box is completed.

When identifying employers, some of you prefer to identify multiple store chain businesses by their address, for instance: McDonald’s, Broad Street; McDonald’s, Midlothian Turnpike; Macy’s, Chesterfield Town Center; Macy’s Short Pump Town Center. You may do this, but all that information will not show on the entry screen. It will be visible on the final print out as described in #6.

NOTE: If you want your final report to be presented in alphabetical order by the student number or by the student name, click on the column heading you want your final report to be displayed before you continue.

10. Click SAVE at the bottom of the screen to get the PDF report form that you may print and save for local reporting purposes. You should submit the report to your department chairperson, your principal, your local CTE administrator, and others as identified locally.

NOTE: Be sure you are entering data for the correct school year. The first year for using the new report format, the window for reporting will be from May until June, 2007. The next reporting year will be from July, 2007, until June, 30, 2008, etc. You will be able to access the report for additions/modifications at any time within those windows.

ASSISTANCE:

Technical questions should be sent to your local SSWS Administrator or to the CTE Data Specialist, Glenn Davis at 804-371-2924 or glenn.davis@doe.virginia.gov .

Questions regarding cooperative education should be submitted to the state program specialist or to Anne Rowe, CTE Coordinator, at 804-225-2838 or Anne.Rowe@doe.virginia.gov.